



Certification/Endorsement Support Documents for Educators

Requirements for the Teaching Principal Certificate (057)

Please see below for the requirements to qualify for a professional certificate. There is no conditional certificate for this endorsement. Please note that the endorsement code is 057, which will be used throughout the application process. If you believe you qualify for a professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as a principal of a kindergarten through grade eight school for less than 50 percent of the school day. A teaching principal shall have release time during regular school hours to perform ongoing and substantial administrative duties and shall also have a teaching assignment.

Five-year professional certificate requirements include completion of section A below:

SECTION A:
1. Three years of satisfactory public or private teaching experience
2. Hold a valid Maine teaching certificate with an endorsement corresponding to the teaching assignment (Endorsement 020)
3. Background check approval (CHRC) – based on fingerprints

Special Condition: Evaluation of staff is not permitted until the holder meets the knowledge area supervision of school personnel requirement listed in all other administrative endorsements.

Special Condition: There are specific renewal requirements for this certificate. Please see Rule Chapter 115 Part II for details.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov